

SANDY CITY
APPROVED CLASS SPECIFICATION

Class Title: Management Intern

Revision Date: 10/2017
EEO Function: Financial Admin.
EEO Category: Paraprofessional
Status: Non-Exempt
Control No: 50730

II. Summary Statement of Overall Purpose/Goal of Position:

Under supervision of the Director of Finance & Information Services, performs various projects relating to finance and budgeting (including budget and benchmarking studies, sales tax audits, accounting, technical and management studies, and budget analysis and preparation).

III. Essential Duties:

- × Perform various budget and financial analysis activities
- × Perform sales tax audits
- × Conduct special projects as assigned by the Director of Finance & Information Services
- × Prepare materials for presentations

IV. Marginal Duties:

- × Performs other duties and projects as needed.

V. Qualifications:

Education: Undergraduate or graduate study in accounting, finance, public management or related field. Prefer individual at senior level of studies.

Knowledge of: general financial analysis, accounting and budgeting, computer software including word processing, spreadsheets, and PowerPoint

Communication Skills: Contacts with other departments, furnishing and obtaining information; contacts with other departments, requiring tact and judgement to avoid friction; communicate effectively verbally, in writing; establish, and maintain effective working relationships with employees and executives.

Tool, Machine, and Equipment Operation: Requires regular use of computer and telephone; frequent use of a copy machine, fax machine, and document image machine.

Analytical Ability: Prioritize tasks; work well under pressure and impending deadlines; relate well with a variety of persons under varying circumstances.

VI. Working Conditions:

Generally comfortable working conditions; occasional exposure to stressful situations because of human behavior and frequent deadlines; near constant mental application; occasional driving of a personal or city vehicle may be required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____